

Main Menu: First time in, no records available.
Report Menu link and *Submit and Lock Data* link are inactive.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION








IDEA FEDERAL STUDENT DATA REPORT: PI-2197

School Year: 0000

You are currently logged in as:








Sch Dist - 0000

Main Menu:

-  [District Contact Information](#)
-  [Upload or Create Student Records](#)
-  [Student Record List](#)
-  [Report Menu](#)
-  [Submit and Lock Data](#)
-  [Exit Application](#)
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Main Menu: Records available, data not submitted.
All links are available.

Main Menu:

-  [District Contact Information](#)
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District Contact Information: First time through, update information and then click "*Create Contact Records*" for current year.

District Contact Information | SAVE | STUDENT LIST | REPORTS | MAIN MENU | SUBMIT | EXIT | ? HELP

District Name: **Sch Dist**

District Code: **0000**

County Name: **Buffalo**

County Code: **06**

CESA: **04**

Director of Special Ed:

Phone: 608-

Ext:

Dir. Email Address:

First Contact: Jane Smith

Phone: 608 - 555 - 9999

Ext: 123

Second Contact: John Doe

Phone: 608 - 555 - 9998

Ext: 321

Contact Email:

FAX #: 608 - 555 - 9997

Ext:



ALERT! No contact records for this year--displaying last year's information.

UPDATE the above information and then click

Create Contact Records

to update and create Contact Information for the current year.

This must be done before you will be allowed to submit your data.

District Contact Information: After "*Create Contact Records*" and information has been updated for current year.

District Contact Information | SAVE | STUDENT LIST | REPORTS | MAIN MENU | SUBMIT | EXIT | ? HELP

District Name: **Sch Dist**

District Code: **0000**

County Name: **Buffalo**

County Code: **06**

CESA: **04**

Director of Special Ed:

Phone: 608-

Ext:

Dir. Email Address:

First Contact: Jane Smith

Phone: 608 - 555 - 9999

Ext: 123

Second Contact: John Doe

Phone: 608 - 555 - 9998

Ext: 321

Contact Email: test@mail.net

FAX #: 608 - 555 - 9997

Ext:

Upload Student Data Files: Option #1 – Upload Student Data Files

First time through, no records available. Browse your directories to find the student file for uploading. Double-click on the file you want to upload. Make sure you see the file in the “Select Student Data File:” box and then click “Upload File”.

Upload Student Data File

[DISTRICT
INFO](#)[STUDENT
LIST](#)[REPORTS](#)[MAIN
MENU](#)[EXIT](#)[?HELP](#)

Select Student Data File:

[Browse...](#)[Upload File](#)

Note: if a button labeled "Browse..." does not appear, then your browser does not support File Upload. Once you have selected the file and then clicked Upload file you will be automatically directed to the preliminary edit screen.

Upload Student File: Option #1 – Upload Student Data Files

Data File Upload in Progress, please wait.

You will be automatically directed to the next page.


Upload Student Data File

[DISTRICT
INFO](#)[STUDENT
LIST](#)[REPORTS](#)[MAIN
MENU](#)[EXIT](#)[?HELP](#)

Data File Upload In Progress



Please wait, depending on the size of the file, this will take a few minutes. You will be automatically directed to the next page.

File Upload Results with NO Upload Errors: If there are No Upload Errors, the “Total records uploaded and saved:” should equal the number of records in your file. You must click  to continue. Do **NOT** use the browser Back or Forward buttons!


File Upload Results

 CONTINUE

File Upload Complete!

Total records uploaded and saved: 70

If “Total records uploaded and saved:” is 0 or less than the total number of records in your file, **AND** there is no “**ALERT! Upload Errors!**” explanation below, there is a problem with the layout of your file. The format may be incorrect or there may be fields that are missing, too long, or in the wrong order. You must go back and correct the layout of your file and reupload.

You must click  to continue with validations.

Do NOT use the browser BACK or FORWARD buttons!

File Upload Results: If the “Total records uploaded and saved:” is 0 or less than the total number of records in your file, **AND** there is no “**ALERT! Upload Errors!**” explanation box below, there is a problem with the layout of your file. The format may be incorrect or there may be fields that are missing, too long, or in the wrong order.
You must go back and correct the layout of your file and reupload.


File Upload Results

 CONTINUE

File Upload Complete!

Total records uploaded and saved: 0

If “Total records uploaded and saved:” is 0 or less than the total number of records in your file, **AND** there is no “**ALERT! Upload Errors!**” explanation below, there is a problem with the layout of your file. The format may be incorrect or there may be fields that are missing, too long, or in the wrong order. You must go back and correct the layout of your file and reupload.

You must click  to continue with validations.

Do NOT use the browser BACK or FORWARD buttons!

File Upload Results with Upload Errors: The “Total records uploaded and saved: ” is shown with the total number of records saved to the database. If there is an “**ALERT! Upload Errors!**” box below, these are the records that have format errors and are **NOT** loaded or saved to the database. All of the possible upload errors are listed below.

File Upload Results


 **CONTINUE**

File Upload Complete!

Total records uploaded and saved: 62

If “Total records uploaded and saved:” is 0 or less than the total number of records in your file, **AND** there is no “**ALERT! Upload Errors!**” explanation below, there is a problem with the layout of your file.

The format may be incorrect or there may be fields that are missing, too long, or in the wrong order. You must go back and correct the layout of your file and reupload.

You must click  to continue with validations.

Do NOT use the browser BACK or FORWARD buttons!



ALERT! Upload Errors!

The following records were found to have format errors and were NOT loaded or added to the database.

These records were NOT loaded or saved and must be entered on line or corrected in your file and reuploaded.

To print this page, click the print button on your browser menu or select the *File Upload Errors Report* from the Report Menu.

TOTAL records NOT saved or loaded to the database = 9

Student ID	TB	Error Code and Description
AR09071987M	01	(8000) UPLOAD ERROR! INVALID Year--DOES NOT match application Year
BA06261996M	01	(8001) UPLOAD ERROR! MISSING Year
BA11211997M	01	(8003) UPLOAD ERROR! INVALID Agency Fape--DOES NOT match logged-in District
BI11051990F	01	(8002) UPLOAD ERROR! MISSING Agency Fape
BU05111986F	01	(9000) UPLOAD ERROR! DUPLICATE RECORDS FOUND! Multiple records found with same StudentID and Tiebreaker.
BU061119997M	01	(8005) UPLOAD ERROR! Student ID is INVALID (Too Long)
CH03031991M	00	(8007) UPLOAD ERROR! Tiebreaker is INVALID (Too Long or Not Numeric)
CO09161993M	XX	(8006) UPLOAD ERROR! Tiebreaker is MISSING
XXXXXXXXXX	01	(8004) UPLOAD ERROR! Student ID is MISSING
TOTAL records NOT saved or loaded to the database = 9		

File Upload – Missing Records List: The following is a list of records that are still ACTIVE according to last year's data but were not included in the recent file upload. These records are automatically added or saved to the database. Information is missing from these records and ALL records must be updated before submitting data.

You must click  to continue. Do **NOT** use the browser Back or Forward buttons!

Missing Records List

 CONTINUE




ALERT! Missing Records!

The following records are still ACTIVE records according to last year's data but were not included in the recent file upload.


These records will be automatically added to the Student Record List and ALL must be COMPLETELY UPDATED.

TOTAL eligible records MISSING from upload file and ADDED to database = 7

To print this page, click the print button on your browser menu or select the *Missing Record(s) Report* from the Report Menu.

Click  to continue.

Student ID	TB	Name	Gender	Race	Prim Dis
AR09071987M	01	ART, EDW	M	W	LD
BA06261996M	01	BAR, JAM	M	W	SL
BI11051990F	01	BIG, JES	F	W	CD
BR02041988F	01	BRO, WHI	F	W	LD
BU06111997M	01	BUR, ISA	M	W	SL
CH03031991M	01	CHU, BRA	M	W	CD
CO09161993M	01	COL, JOS	M	W	SL
TOTAL eligible records MISSING from upload file = 7					

File Upload Error Results: A list of the reports generated after the file upload. Various reports are listed according to the type of errors found during the upload process. All of these reports, if applicable, can also be found on the  **REPORTS** menu.


File Upload Error Results


 **DISTRICT INFO** |  **STUDENT LIST** |  **UPLOAD** |  **REPORTS** |  **MAIN MENU** |  **EXIT** |  **HELP**


Total records uploaded and saved in the database: 69





ALERT! Errors were found in your Upload File!


 **Student List** The Student Record List allows you to find and manually edit student records online.


 **Alphabetic List of Students** This report is a list of all student records sorted alphabetically with error records listed first. View and print an Alphabetical List of all student records in your district from the most recent file upload.

 **File Upload Errors Report** This is a list of the errors that were found in your file after the most recent upload. These records were not loaded or saved. View and Print the File Upload Error List and use it as a reference to correct your file before reuploading.

 **Missing Record(s) Report** This report is a list of student records that were valid in last year's data but missing in the most recent file upload. View and print an Alphabetical List of Missing Records.

 **Validation Errors Report** These are the errors that were found in your data after the validation process was run. View and Print the Validation Error List and use it as a reference to edit student records.

 **Validation Warnings Report** These are the warnings that were found in your data after the validation process was run. View and Print the Validation Warning List and use it as a reference to edit student records.

NOTE: These reports can also be found on the  **REPORTS** page.

Student Record List: Records with Errors are highlighted in **Yellow**.

Click on the Student ID to edit student data.

You may search by Student ID for specific student records.

Student Record List

NEW RECORDDISTRICT INFOUPLOADREPORTSMAIN MENULOCKSUBMITEXITHELP

Record Navigation: Records with errors are highlighted in **YELLOW**. These records must be corrected before submitting to DPI. Click on Student ID to EDIT record.

A|B|C|D|E|F|G|H|I|J|K|L|M|P|R|S|T|W|Z|RESET|PREV 10NEXT 10|

	Student ID	TB	Name	Grade	Race	Prim Dis	Status
1)	AR09071987M	01	ART, EDW	07	W	LD	
2)	AR02071985M	01	ART, NIC	11	W	LD	C
3)	AV02251987M	01	AVE, SAM	09	W	LD	C
4)	BA11191994M	01	BAI, CLA	02	W	SL	C
5)	BA06261996M	01	BAR, JAM	KG	W	SL	
6)	BI11051990F	01	BIG, JES	05	W	CD	
7)	BI08291997M	01	BIR, JAS	K4	W	SL	E
8)	BO05171989F	01	BOU, SAM	08	W	LD	C
9)	BR02041988F	01	BRO, WHI	08	W	LD	
10)	BU05111986F	01	BUC, BRI	11	W	LD	C

Record Navigation:

A|B|C|D|E|F|G|H|I|J|K|L|M|P|R|S|T|W|Z|RESET|PREV 10NEXT 10|

Search for Student ID:

Student Record List: When searching for a specific Student ID, enter the Student ID using ALL CAPS, then click "Search".

You will then have a list of all records that match that Student ID.

Student Record Search Results:

NEW RECORDDISTRICT INFOUPLOADREPORTSMAIN MENULOCKSUBMITEXITHELP

Record Navigation:

|PREV 10NEXT 10|Return toSTUDENT LIST

	Student ID	TB	Name	Grade	Race	Prim Dis	Status
1)	DE02181986M	01	DE, TE	10	W	LD	C
2)	DE02181986M	02	DE, TR	10	W	LD	C

Record Navigation:

|PREV 10NEXT 10|Return toSTUDENT LIST

Search for Student ID:

Re-Uploading Student Files: You may re-Upload your student file as many times as you wish but each time you reupload your file, all records and changes you have made, up to that point, will be replaced by the student records in the most recently uploaded file. In other words, any changes, additions, or updates made online up to that point, will be gone. A **WARNING!** message will show if there are records available for your district.

Upload Student Data FileDISTRICT
INFOSTUDENT
LIST

REPORTS

MAIN
MENU

EXIT



HELP

Select Student Data File:


Browse...

Upload File

Note: if a button labeled "Browse..." does not appear, then your browser does not support File Upload. Once you have selected the file and then clicked Upload file you will be automatically directed to the preliminary edit screen.

**WARNING! You have current records.**

Uploading a new file will destroy any work on student records completed to date and replace all records with new records from the last file upload!

Continue uploading or return to the  **MAIN MENU**.

Upload Student Data File: The File Upload process will be repeated.
File uploading, please wait.
You will be automatically directed to the next page.

Upload Student Data FileDISTRICT
INFOSTUDENT
LIST

REPORTS

MAIN
MENU

EXIT



HELP

Data File Upload In Progress

Please wait, depending on the size of the file, this will take a few minutes. You will be automatically directed to the next page.

Record Creation Options: First time through, no records available.

Select the option you want to use to create current year's student records.

If you select **Option #2 – Create Student Records**, student records will be created automatically from DPI's database using last year's information. EVERY record must be updated on-line and saved before submitting data. This option can only be selected once.

Upload or Create Student Data Records

|  DISTRICT INFO |  MAIN MENU |  EXIT |  HELP

Select one of the following options to begin the reporting process:



Upload Student Data Files

Upload the **text** file created from YOUR database containing your student data records. Corrections can be made to your file and reuploaded as many times as needed.



Create Student Records

Create student data records using last year's data from DPI's database. Creating student data records from DPI's database can only be done once. ALL records must be updated on-line.

Record Creation Options: Option #2 – Create Student Records

Click the "Create Student Records" button to create student records from DPI's database.


Create Student Records

|  DISTRICT INFO |  STUDENT LIST |  MAIN MENU |  EXIT |  HELP

Create student records from DPI's database using last year's data:

Create Student Records

Note: This option will create student records automatically from DPI's database using last year's data. If you choose this option, **EVERY** record will need to be updated and saved before submitting data to DPI.

To upload a text file from YOUR database, go to  **UPLOAD**.

Record Creation Options: Option #2 – Create Student Records

Student Records Creation in Progress, please wait.
You will be automatically directed to the next page.

Create Student Records

 DISTRICT INFO |  STUDENT LIST |  MAIN MENU |  EXIT |  HELP

Student Records Creation In Progress











Please wait, depending on the size of the file, this will take a few minutes. You will be automatically directed to the next page.

Student Record List: Option #2 – Create Student Records

You are automatically directed to the Student Record List. **ALL** records are highlighted in **Yellow** and must be updated before you can submit your data.
Click on the Student ID to edit student data.

Student Record List

 NEW RECORD |  DISTRICT INFO |  UPLOAD |  REPORTS |  MAIN MENU |  SUBMIT |  EXIT |  HELP

Record Navigation: Records with errors are highlighted in **YELLOW**. These records must be corrected before submitting to DPI. Click on Student ID to EDIT record.


[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [P](#) | [R](#) | [S](#) | [T](#) | [W](#) | [Z](#) | [RESET](#) | [PREV 10](#) | [NEXT 10](#) |

	<u>Student ID</u>	<u>TB</u>	<u>Name</u>	<u>Grade</u>	<u>Race</u>	<u>Prim Dis</u>	<u>Status</u>
1)	AR09071987M	01	ART, EDW		W	LD	
2)	AV02251987M	01	AVE, SAM		W	LD	
3)	BA06261996M	01	BAR, JAM		W	SL	
4)	BI11051990F	01	BIG, JES		W	CD	
5)	BO05171989F	01	BOU, SAM		W	LD	
6)	BR02041988F	01	BRO, WHI		W	LD	
7)	BU05111986F	01	BUC, BRI		W	LD	
8)	BU06111997M	01	BUR, ISA		W	SL	
9)	CH03031991M	01	CHU, BRA		W	CD	
10)	CL02131984M	01	CLA, JOH		W	LD	

Record Navigation:

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [P](#) | [R](#) | [S](#) | [T](#) | [W](#) | [Z](#) | [RESET](#) | [PREV 10](#) | [NEXT 10](#) |

Search for Student ID:

New Student Record: On the Student Record List menu bar, find the  button to enter new students online. This is an example of a new record with an error in the data entry. Error messages show after you SAVE.

New Student Profile Information Data Entry

|  SAVE |  EXIT |  HELP

Last Name: ZIMM

First Name: TEST Middle Name: MIDDLE

Generation:

Former Name:

(Enter Birth Date as: mm/dd/yyyy)

Birth Date: 01 / 01 / 2000 Gender: MALE Age: 2

Race: W White SSN: 000 - 00 - 0000

Primary Disab: A ? Grade: B2 ? Status: C ?

Age Warning: The age you entered for this student was 2.
A child less than 3 years old as of Dec. 1, 2003, cannot be counted and must be given a status of N=Not Eligible.
Please confirm the birth date and change the status.

New Student Record: Example of a new record with duplicate student data.

New Student Profile Information Data Entry

|  SAVE |  EXIT |  HELP

Last Name: ZIMM

First Name: TEST Middle Name: MIDDLE

Generation:

Former Name:

(Enter Birth Date as: mm/dd/yyyy)

Birth Date: 01 / 01 / 1990 Gender: MALE Age: 12

Race: W White SSN: 000 - 00 - 0000

Primary Disab: A ? Grade: 05 ? Status: C ?

Name Error:
The First Name, Middle Name, Last Name, Birth Date, and Gender information matches an existing record.
Please exit this screen and check the Student List for this record.
Or, please change the above information to save and continue.

Student Information Data Update / Data Entry form: Edit student data.

Error and Warning messages will show as incorrect data is entered or after saving.

Data may be saved with warning messages but you will NOT be allowed to save if the data is in error.

If you need help with a description or definition, click on the **?** next to the input box and a small screen will appear. Double-click on your selection to have it entered in the input box and close the description screen.

ALWAYS  **SAVE** data before exiting.  **EXIT** will close the screen without saving.

Student Information Data Update / Data Entry

 **SAVE** |  **EXIT** | **?** **HELP**

Student ID/TB: BA11211997M 01

Name: BAI, SPE

Birth Date: 11/21/1997

Gender: M

Race: W

Age: 6

SSN: 000-00-0000

 **EDIT Student Profile Data**

Click on **Select** to edit the Attendance Agency, School Code, or District Going To fields.

Attendance Agency: 0084

Select

Grade: KG **?**

Exit Code: **?**

School Code: 0020

Select

District Going To: **Select**

Physical Location: LD01 **?**

Status: C **?**

Exit Code Desc:

Primary Disability: SL **?**

Education Environment Code: **?**

Check all boxes that apply: Grayed boxes indicate invalid choices for selected Primary Disability.

Secondary Disability (Multiple Selections Allowed):

Autism:	<input type="checkbox"/>	Other Health Imp:	<input type="checkbox"/>
Cognitively Dis:	<input type="checkbox"/>	Orthopedically Imp:	<input type="checkbox"/>
Deaf-Blind:	<input type="checkbox"/>	Speech/Language Imp:	<input type="checkbox"/>
Emotional Behavioral Dis:	<input type="checkbox"/>	Traumatic Brain Injury:	<input type="checkbox"/>
Hearing Imp:	<input type="checkbox"/>	Visually Imp:	<input type="checkbox"/>
Specific Learning Dis:	<input type="checkbox"/>		

Related Services (Multiple Selections Allowed):

Assistive Technology:	<input type="checkbox"/>	Psychological Serv:	<input type="checkbox"/>
Audiological Serv:	<input type="checkbox"/>	Recreation:	<input type="checkbox"/>
Counseling/Rehab:	<input type="checkbox"/>	School Health:	<input type="checkbox"/>
Medical (Diag/Eval):	<input type="checkbox"/>	School Social Work:	<input type="checkbox"/>
Educ Interpreting:	<input type="checkbox"/>	Speech/Language Serv:	<input type="checkbox"/>
Occupational Therapy:	<input type="checkbox"/>	Transportation:	<input type="checkbox"/>
Orientation/Mobility:	<input type="checkbox"/>	Other Related Services:	<input type="checkbox"/>
Physical Therapy:	<input type="checkbox"/>		

1) Is this a corrections placement?

Yes ☐ No ☒

2) Is this a non-resident student served under Open Enrollment?

Yes ☐ No ☒

3) Was student placed in a private school, by this FAPE agency?

Yes ☐ No ☒

4) Was student placed in a public facility, by this FAPE agency?



Yes ☐ No ☒

(Ex: county nursing home, county day treatment, county voc./tech. school, DHFS)


5) Was student placed in a private school by parents?

Yes ☐ No ☒


 **SAVE** |  **EXIT** | **?** **HELP**

EDIT Student Profile Data: To edit student profile data, click on the  button in the top section of the Student Information Data Update/Data Entry form next to “ [EDIT Student Profile Data](#)”. A new screen will open to allow some of the student profile data to be edited.

Student Information Data Update / Data Entry					 SAVE  EXIT  HELP
Student ID/TB: BA11211997M 01	Name: BAI, SPE				
Birth Date: 11/21/1997	Gender: M	Race: W	Age: 6	SSN: 000-00-0000	
 EDIT Student Profile Data					

Student Profile Data: If the student’s last name, birth date, or gender information has changed, you cannot make those changes here. These changes require a new Student ID. You must  back to the previous screen (Student Information Data Update / Data Entry) and change the status to “I=Invalid”.

Then go back to the  **STUDENT LIST** and select  **NEW RECORD** to enter a new record and create a new Student ID.

Student Profile Data		 SAVE  EXIT  HELP
Student ID: AV02251987M	Tiebreaker: 01	

Last Name: AVE
 First Name: Middle Name:
 Generation:
 Former Name:
 Race: White
 Birth Date: 02 / 25 / 1987 SSN: - -
 Gender: Male Age: 15




ALERT! To change Last Name, Birth Date, and/or Gender and create a new Student ID...


You must  back to the **Student Information Data Update/Data Entry** screen and **change the Status to "I=Invalid"**.

Then return to the **Student Record List** and enter the record as a new student.

Report Menu: The Report Menu has been divided in to three parts that will display links to reports that apply to your district's data. Some reports may not appear if they do not apply.

 **Informational Reports:** Reports for your records.

 **Error Reports:** Reports to reference for checking and correcting data. These reports should be printed before starting to edit data.

 **Reports to be sent to DPI:** Reports to fill out and send to DPI **AFTER ALL** corrections are made and data is submitted.

PI-2197 Report Menu


 DISTRICT INFO |  STUDENT LIST |  UPLOAD |  MAIN MENU |  SUBMIT |  EXIT |  HELP

Informational Reports for your records:

-  [Alphabetic List of Students](#)
-  [Basis of Exit Summary](#)
-  [Previously Exited Record\(s\) Report](#)
-  [Student Placement Report](#)

Error Reports to help find errors and make corrections:

(Some of the following error reports will disappear from the list as corrections are made. A copy of each report should be printed before beginning corrections.)

-  [File Upload Errors Report](#)
-  [Missing Record\(s\) Report](#)
-  [Validation Errors Report](#)
-  [Validation Warnings Report](#)
-  [Student ID-Name / Birth Date / Gender Mismatch Report](#)

Reports to be sent to DPI after ALL corrections are made:

-  [Invalid Student Record\(s\) Report](#)
-  [PI-2197-A: Summary Report for Administrator Sign Off](#)

Informational Reports: **Alphabetic List of Students**

Alphabetical list of student records that show Valid and Invalid Records.

All records must have **No Errors! Valid to Load**: Valid State = **T** before submitting data.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.

Alphabetical List of Students |  DISTRICT INFO |  STUDENT LIST |  REPORTS |  MAIN MENU |  SUBMIT |  EXIT |  HELP

The following is an alphabetical list of ALL the students in your district. The records with errors are listed first.

Scroll to the bottom of the page to check your totals and for records with errors.

Go to the Student List or click on the Student ID to edit the student record. The edit page will open on top of the *Alphabetical List of Students* screen.

Errors! NOT Valid to Load: Valid State = F

Missing Records! NOT Valid to Load: Valid State = M

New Records Created! NOT Valid to Load: Valid State = N

No Errors! Valid to Load: Valid State = T

Student ID	TB	Name	Race	Age	Grade	Primary Disability	Status Code	Educ Envir	Valid State
BA11211997M	01	BAI, SPE	W	6	KG	SL	C	L	F
BI08291997M	01	BIR, JAS	W	6	PK	SL	C	L	F
BU06111997M	01	BUR, ISA	W	6	KG	SL	E	Z	F
CL02131984M	01	CLA, JOH	W	19	12	LD	E	Z	F
AV02251987M	01	AVE, SAM	W	16	09	LD			M
BA11191994M	01	BAI, CLA	W	9	02	SL			M
BO05171989F	01	BOU, SAM	W	14	08	LD			M
TR02241989M	01	TRO, MAR	W	14	07	LD	C	B	T
TU03031985M	01	TUC, DON	W	18	12	LD	C	A	T
TU08201987M	01	TUC, JOS	W	16	10	LD	C	A	T
WA02201987M	01	WAL, DAN	W	16	10	LD	C	A	T
WE01151987M	01	WEI, DER	W	16	10	LD	C	A	T
WI01021985M	01	WIC, JOE	W	18	12	OHI	C	A	T
WI06241994M	01	WIT, JOS	W	9	03	LD	C	A	T
ZA11061987F	01	ZAH, ASH	W	16	09	LD	C	A	T
ZA11051986M	01	ZAH, DUS	W	17	10	OHI	C	B	T

TOTAL RECORDS = 70

TOTAL RECORDS Valid to Load (T) = 53

TOTAL RECORDS NOT Valid to Load (F or N) = 10

TOTAL RECORDS MISSING-NOT Valid to Load (M) = 7



Informational Reports: Basis of Exit Summary

A list of student records that are recorded as EXITED from your district for the current year along with the Exit Code, description, and continuing agency, where applicable.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.

Basis of Exit Summary

[DISTRICT INFO](#) | [STUDENT LIST](#) | [REPORTS](#) | [MAIN MENU](#) | [SUBMIT](#) | [EXIT](#) | [HELP](#)

The following students are recorded as "EXITED" from your district for the current year, Child Count Status Code = "E".

Click on the Student ID to edit the student record. The edit page will open on top of the *Basis of Exit Summary* screen.

Student ID	TB	Name	Race	Age	Primary Disability	Exit Code/Description/Cont Agency
CL02131984M	01	CLA, JOH	W	19	LD	A00 Graduation with diploma
KI06101984M	01	KIN, RAN	W	19	LD	A00 Graduation with diploma
MI09261983M	01	MIL, LLO	W	20	LD	A00 Graduation with diploma
RI07181983F	01	RIE, DAW	W	20	CD	A00 Graduation with diploma
RE03111994F	01	REI, SOP	W	9	SL	F02 Returned to regular ed. - IEP objectives met 0084
SA06231995F	01	SAM, SAR	W	8	SL	F02 Returned to regular ed. - IEP objectives met
BU06111997M	01	BUR, ISA	W	6	SL	F03 Home schooled
HO11141989M	01	HOC, CHR	W	14	OHI	G01 Moved, continuing in another district 1499
RA01111986F	01	RAN, NOE	W	17	LD	H04 Moved out of state
TOTAL EXITED RECORDS = 9						



Informational Reports: **Previously Exited Record(s) Report**

A list of student records that were recorded as "EXITED" for last year's Child Count but were also included in the recent file upload as "EXITED" for the current year.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.

Previously Exited Record(s) Report



The following students were recorded as "EXITED" for last year's Child Count but were also included in the recent file upload as "EXITED" for the current year.

The following list reflects LAST YEAR'S status and information for each record.

If the student has not exited, the current status for these records must be updated.

Please update these records to reflect current status and information.

If the student exited during the 12 months prior to the report date, change nothing.

If the student exited in a previous reporting period, either remove the record from the upload file and reupload or change the status to "INVALID" and select "Exited-Prior Year" on the Invalid Student Record(s) Report.

Click on the Student ID to edit the student record. The edit page will open on top of the *Previously Exited Record(s) Report* screen.

Student ID	TB	Student Name on Exited Record	Race	Age Last Yr	Primary Disability	Exit Code
BI08291997M	01	BIR, JAS	W	5	SL	H01
BU06111997M	01	BUR, ISA	W	5	SL	F03
CL02131984M	01	CLA, JOH	W	18	LD	A00
HO11141989M	01	HOC , CHR	W	13	OHI	G01
KI06101984M	01	KIN, RAN	W	18	LD	A00
MI09261983M	01	MIL, LLO	W	19	LD	A00
PE03101989M	01	PET, JOS	W	13	LD	H04
RA01111986F	01	RAN, NOE	W	16	LD	H04
RI07181983F	01	RIE, DAW	W	19	CD	A00
SA06231995F	01	SAM, SAR	W	7	SL	F02

TOTAL EXITED RECORDS = 10



Informational Reports: **Student Placement Report**

A list of student records with one of the five placement questions marked "Yes".
To edit student data, click on the Student ID to open the
Student Information Data Update / Data Entry form.

Student Placement Report


[DISTRICT
INFO](#)

[STUDENT
LIST](#)

[REPORTS](#)

[MAIN
MENU](#)

[SUBMIT](#)

[EXIT](#)

[HELP](#)

The following students have one of the five placement questions marked "Yes".

Click on the Student ID to edit the student record. The edit page will open on top of the *Student Placement Report* screen.

Student ID	TB	Name	Race	Age	Grade	Primary Disability	Status Code	Placement
LE07241984M	01	LEH, BUD	W	19	12	LD	C	Open Enrollment
ZA11061987F	01	ZAH, ASH	W	16	09	LD	C	Open Enrollment
ZA11051986M	01	ZAH, DUS	W	17	10	OHI	C	Open Enrollment

TOTAL RECORDS = 3

TOTAL RECORDS 1) Corrections Placement = 0

TOTAL RECORDS 2) Non-Resident Student served under Open Enrollment = 3

TOTAL RECORDS 3) Student placed in Private school by this FAPE Agency - Public Placed Private = 0

TOTAL RECORDS 4) Student placed in Public facility by this FAPE Agency - Public Placed Public = 0

TOTAL RECORDS 5) Student placed in Private school by parents - Parent Placed Private = 0

NOTE: It is possible for one record (student) to have more than one placement marked YES.



Error Reports: File Upload Errors Report

A list of student records with found to have errors during the most recent upload. These records were **NOT** added to the database and must be entered on line as new records or corrected in your file and reuploaded.

File Upload Errors Report

 DISTRICT INFO |
  STUDENT LIST |
  REPORTS |
  MAIN MENU |
  SUBMIT |
  EXIT |
  HELP

The following report is a list of the records found with errors from the most recent file upload.
These records were NOT added to the database.

These records were NOT loaded or saved and must be entered on line or corrected in your file and reuploaded.

Student ID	TB	Error Code and Description
AV02251987M	01	(8003) UPLOAD ERROR! INVALID Agency Fape--DOES NOT match logged-in District
BA11191994M	01	(8002) UPLOAD ERROR! MISSING Agency Fape
BO05171989F	01	(8001) UPLOAD ERROR! MISSING Year
DE02161995F	01	(8000) UPLOAD ERROR! INVALID Year--DOES NOT match application Year
GL101319989M	01	(8005) UPLOAD ERROR! Student ID is INVALID (Too Long)
HE12311985M	XX	(8006) UPLOAD ERROR! Tiebreaker is MISSING
LA06041988M	ab	(8007) UPLOAD ERROR! Tiebreaker is INVALID (Too Long or Not Numeric)
XXXXXXXXXXXXX	01	(8004) UPLOAD ERROR! Student ID is MISSING
ZA11061987F	01	(9000) UPLOAD ERROR! DUPLICATE RECORDS FOUND! Multiple records found with same StudentID and Tiebreaker.
TOTAL Records NOT saved or loaded to the database = 9		



Error Reports: Missing Record(s) Report

A list of active records according to last year's data but were not included in the uploaded file. Each record must be updated before submitting data.

These records were automatically added to the database.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.

Missing Record(s) Report

DISTRICT INFO | STUDENT LIST | REPORTS | MAIN MENU | SUBMIT | EXIT | HELP

The following records are still **ACTIVE** records according to last year's data but were not included in the recent file upload.

These records must be updated. Return to the Student List to update these records to reflect current status and information.

Click on the Student ID to edit the student record. The edit page will open on top of the *Missing Record(s) Report* screen.

Student ID	TB	Student Name on Missing Record
AV02251987M	01	AVE, SAM
BA11191994M	01	BAI, CLA
BO05171989F	01	BOU, SAM
DE02161995F	01	DEY, ASH
GL10131989M	01	GLA, CHR
HE12311985M	01	HER, MAR
LA06041988M	01	LAR, MIC
TOTAL MISSING RECORDS = 7		



Error Reports: Validation Errors Report

A list of records with validation errors from the most recent file upload.

Each record must be updated before submitting data.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.

Validation Errors Report

DISTRICT INFO | STUDENT LIST | REPORTS | MAIN MENU | SUBMIT | EXIT | HELP

The following report is a list of the records with validation errors from the most recent file upload.

These records must be updated/corrected before you will be able to submit your data to DPI.

Return to the Student List or click on the Student ID to update these records to reflect current status and information.

Click on the Student ID to edit the student record. The edit page will open on top of the *Validation Errors Report* screen.

Student ID	TB	Error Code and Description
AV02251987M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
BA11191994M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
BA11211997M	01	(0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
BI08291997M	01	(0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
BO05171989F	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
BU06111997M	01	(0103) Attendance Agency School Code is MISSING
CL02131984M	01	(0103) Attendance Agency School Code is MISSING
DE02161995F	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
GL10131989M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
HE04051997F	01	(0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
HE12311985M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
KE11231997F	01	(0032) Location Code = L001 and Age > 5, Ed Envir Code must be A,B,C,D or F
LA06041988M	01	(9077) ERROR! RECORD MISSING FROM FILE UPLOAD and MUST BE EDITED!
PE03101989M	01	(0075) Status Code=E, Exit Code is MISSING -- Exit Code is REQUIRED
RA01111986F	01	(0091) Exit Code is INVALID
ST04251998M	01	(0097) Grade Code INVALID - Student Age is 5, Grade Code must be PK or KG
WH05231990F	01	(0002) ERROR! Student ID DOES NOT MATCH the first two letters of Last Name

TOTAL RECORDS (Student IDs) FROM UPLOAD WITH VALIDATION ERRORS = 17

TOTAL VALIDATION ERRORS = 17

NOTE: It is possible for one record (Student ID) to have more than one ERROR.



Error Reports: Validation Warnings Report

A list of records with validation warnings from the most recent file upload.
 These records should be checked for verification of information.
 To edit student data, click on the Student ID to open the
Student Information Data Update / Data Entry form.

Validation Warnings Report

DISTRICT INFO | STUDENT LIST | REPORTS | MAIN MENU | SUBMIT | EXIT | HELP

The following report is a list of the records with validation warnings from the most recent file upload.

These records should be checked for verification of information.

Return to the Student List or click on the Student ID to update these records to reflect current status and information.

Click on the Student ID to edit the student record. The edit page will open on top of the *Validation Warnings Report* screen.

Student ID	TB	Warning Code and Description
AR09071987M	01	(0211) WARNING! Possible Age/Grade Mismatch
BI08291997M	01	(0212) WARNING! Grade Codes B2, E3, E4, E5, C1, & HD have been changed to PK
BI08291997M	01	(0210) WARNING! Possible Grade/School MISMATCH--Grade Outside School Range
BU06111997M	01	(0210) WARNING! Possible Grade/School MISMATCH--Grade Outside School Range
CL02131984M	01	(0210) WARNING! Possible Grade/School MISMATCH--Grade Outside School Range
DO12071984M	01	(0211) WARNING! Possible Age/Grade Mismatch
RE03111994F	01	(0210) WARNING! Possible Grade/School MISMATCH--Grade Outside School Range
RI09101993M	01	(0211) WARNING! Possible Age/Grade Mismatch
SE08141985M	01	(0211) WARNING! Possible Age/Grade Mismatch
ST08121988M	01	(0211) WARNING! Possible Age/Grade Mismatch
TR09281987M	01	(0211) WARNING! Possible Age/Grade Mismatch

TOTAL RECORDS (Student IDs) FROM UPLOAD WITH VALIDATION WARNINGS = 10

TOTAL VALIDATION WARNINGS = 11

NOTE: It is possible for one record (Student ID) to have more than one WARNING.



Error Reports: **Student ID-Name/Birth Date/Gender Mismatch Report**

A list of records from the most recent file upload with Student IDs that do not match the first two letters of the last name, the birth date, or the gender.

These records must be corrected by changing the status to "I=Invalid" and then entering a new record to create a new Student ID with correct name, birth date and gender.

To edit student data, click on the Student ID to open the **Student Information Data Update / Data Entry** form.

Student ID-Mismatch Report

DISTRICT INFO | STUDENT LIST | REPORTS | MAIN MENU | SUBMIT | EXIT | ? HELP

The following records have Student IDs that do not match the first two letters of the last name, the birth date, or the gender.

These records must be corrected. You must change the status of this record to "Invalid=I" and then enter a new record to create the correct Student ID with correct name, birth date, gender, and current status and information.

Or, correct the records in your file and reupload.

Click on the Student ID to edit the student record. The edit page will open on top of the *Student ID-Mismatch Report* screen.

Student ID	TB	Student Name	Birth Date	Gender	Error
BI11051990F	01	BIG, JES	11051990	M	Gender Mismatch
CO09161993M	01	COL, JOS	09161995	M	Birth Date Mismatch
WH05231990F	01	WEI, AMB	05231990	F	Last Name Mismatch
TOTAL Student ID - Last Name Mismatches = 1					
TOTAL Student ID - Birth Date Mismatches = 1					
TOTAL Student ID - Gender Mismatches = 1					
TOTAL RECORDS with Student ID Mismatches = 3					
NOTE: It is possible for one record (Student ID) to have more than one error.					

★ Reports to be sent to DPI: Invalid Student Record(s) Report

A list of records recorded as "I=Invalid".

Each record must have a "Reason for Correction" selected and the "Correction to Record" explanation entered.

This report **MUST BE PRINTED** before leaving the page, or selected and entered items will be lost.



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
IDEA Federal Student Data Report
PI-2197

Return to:
WISCONSIN DEPT OF PUBLIC INSTRUCTION
SPECIAL EDUCATION FEDERAL DATA REPORT
P.O. BOX 7841
MADISON, WI 53707-7841

School Year: 2003-2004
0000 - Sch Dist

Invalid Student Record(s) Report

The following record(s) are marked INVALID.

Please select a "Reason for Correction" and complete the "Correction to Record" section and then print this page by clicking on the print button on your browser menu.

If you leave this page without printing, the selected and entered items will be lost.

Click the browser back button to return to the Report Menu.

This completed report must be mailed to DPI at the address listed above.

Student ID	TB	Student Name on Invalid Record	Reason for Correction	Correction to Record
BA11211997M	01	BAI, SPE	DOB Change	11-21-1996
BI08291997M	01	BIR, JAS	Gender Change	Female
BU06111997M	01	BUR, ISA	Initial Eval/Not SpEd	
CL02131984M	01	CLA, JOH	Name Change	Last name now Smith
HE04051997F	01	HER, KAT	Name Reversal	Last name is KAT
KE11231997F	01	KER, SON	Tiebreaker Change	03
PE03101989M	01	PET, JOS	Typing/Entry Error	POT
RA01111986F	01	RAN, NOE	Exited-Prior Year	
TOTAL RECORDS = 8				

★ Reports to be sent to DPI: PI-2197-A: Summary Report for Administrator Sign Off
 After **ALL** data is edited, print PI-2197-A and have it signed by the District Administrator.
 Then send PI-2197-A Summary Report to DPI. Then submit your data.



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
IDEA Federal Student Data Report
 PI-2197

Return to:
 WISCONSIN DEPT OF PUBLIC INSTRUCTION
 SPECIAL EDUCATION FEDERAL DATA REPORT
 P.O. BOX 7841
 MADISON, WI 53707-7841

School Year: 200 -200
00 - Sch Dist

PI-2197-A: Summary Report and Administrator Authorization

After **ALL** corrections are made, sign and date this report and mail to DPI at the address listed above.

NOTE: After all corrections are made, **BOLDED** numbers should add up to the Total number of records.

Primary Disability	Eligible		Not Eligible		Exited
	3-5	3-21	0-2, 22+	3-21	
Autism	0	1	0	0	0
Cognitively Disabled	0	5	0	0	1
Deaf-Blind	0	0	0	0	0
Emotional Behavioral Disability	0	1	0	0	0
Hearing Impaired	0	0	0	0	0
Orthopedically Impaired	0	0	0	0	0
Other Health Impaired	0	5	0	0	1
Significant Developmental Delay	0	0	0	0	0
Specific Learning Disabilities	0	36	0	0	6
Speech or Language Impaired	1	11	0	0	2
Traumatic Brain Injury	0	0	0	0	0
Visually Impaired	0	1	0	0	0
Totals	1	60	0	0	10

Number served in a RCC (Physical Location = L002): 0
 Number served at Alternate/Neutral Site (Physical Location = L012): 0
 Number served at private school (Physical Location = L014): 0
 Number in Corrections Facilities (Corrections = "Y"): 0
 Number in Open Enrollment (Open Enrollment = "Y"): 5
 Invalid ID (Child Count Status = "I"): 0
Total number of records: 70

Director of Special Ed:	Phone:	Ext:
Director E-mail Address:		
First Contact Name: Jane Smith	Phone:	Ext: 332
Second Contact Name:	Phone:	Ext: 321
Contact E-mail Address: smithj@ test.k12.wi.us	FAX #:	Ext:

As FAPE Agency Administrator, I certify that these data are accurate and the number of students reported as eligible represents an unduplicated count of students with disabilities receiving special education and related services who meet eligibility criteria for the IDEA child count. The second column represents special education students in our program but not eligible for the IDEA child count. The third column represents special education students who have exited the program since prior year's count date.

Signature of District Administrator/Public Agency Administrator:	Date:

Submit and Lock: Contact Information must be updated before data can be submitted.
The “Submit Data to DPI” link is not active.


PI-2197 Submit and Lock Data

 DISTRICT INFO |  STUDENT LIST |  REPORTS |  MAIN MENU |  EXIT |  HELP

Submit Menu:



ALERT! You have not updated your contact information for this year.

Please return to the  DISTRICT INFO page to update your Contact Information. You will not be allowed to Submit your data until your Contact Information has been UPDATED and SAVED.



[Menu of Reports to View and Print before Submitting to DPI](#)



[Submit Data to DPI](#)



[Exit Application Without Submitting](#)



[Help and Instructions](#)

Submit and Lock: ALL records must be corrected before submitting data.
The “Submit Data to DPI” link is not active.



PI-2197 Submit and Lock Data

 DISTRICT INFO |  STUDENT LIST |  REPORTS |  MAIN MENU |  EXIT |  HELP

Submit Menu:



ALERT! Some records for this school district do not pass validation.

You will not be allowed to Submit your data until all records have been edited. Please refer to the *Validation Errors Report* on the  REPORTS or go back to the  STUDENT LIST and EDIT and SAVE the yellow highlighted records.



[Menu of Reports to View and Print before Submitting to DPI](#)



[Submit Data to DPI and Lock](#)



[Exit Application Without Submitting](#)





[Help and Instructions](#)


Submit and Lock: All records are Valid. The “Submit Data to DPI” link becomes active. Data may be submitted to DPI.


Submit Menu:

All records for this School District are Valid.
You will now be able to Submit this data to DPI.

 [Menu of Reports to View and Print before Submitting to DPI](#)

 [Submit Data to DPI and Lock](#)


 [Exit Application Without Submitting](#)


 [Help and Instructions](#)


Main Menu: After submitting data, only the “Report Menu” link is active. You will be able to view reports but not change data.


Main Menu:


You have frozen your data and submitted it to DPI.


 District Contact Information


 Upload or Create Student Records

 Student Record List

 [Report Menu](#)

 Submit to DPI

 [Exit Application](#)

 [Help and Instructions](#)

Session Timed Out: After about fifteen minutes of inactivity, you will receive a “Your Session has timed out!” message when you try to move through the application. You may either log back in to the application from the beginning or exit the application.



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

IDEA FEDERAL STUDENT DATA REPORT: PI-2197

Your Session has timed out!

Exit Application



Or, reenter the application and log in again.



We welcome feedback and suggestions for DPI's IDEA Federal Student Data Report website. Feedback and technical problems with this site should be reported to: Anita Heisig, 608-267-9167. Or, e-mail [*DPIfedsr@dpi.state.wi.us](mailto:DPIfedsr@dpi.state.wi.us).